



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

August 4, 2020


**DIVISION MEMORANDUM**

No. 171, s. 2020

**CONDUCT OF TRAINING/WORKSHOP ON THE PROPER ENCODING OF ALLOTMENTS,  
OBLIGATIONS AND DISBURSEMENTS ON THE BUDGET MONITORING SYSTEM (BMS)  
AND UNIFIED REPORTING SYSTEM (URS)**

TO: Public Schools District Supervisors  
School Heads of Secondary Implementing Unit Schools (IU-Schools)  
Finance Staff or Designated Bookkeeper of Secondary IU-Schools

1. The Schools Division of Aklan will be conducting a two (2) day per batch Training/Workshop on the Proper Encoding of Allotments, Obligations and Disbursements on the Budget Monitoring System (BMS) and Unified Reporting System (URS).
2. The participants of this activity are the Accountants, Bookkeepers or Designated Bookkeeper of the Secondary Schools – IUs who are required to bring the following:
  - a. Laptop and
  - b. Extension cord
3. Following the directives of the Department of Health and to implement measures to prevent the spread of COVID 19, this 2-day training/workshop will be divided into two (2) batches. Batch 1 is scheduled on August 17 – 18, 2020 while Batch 2 is on August 19 – 20, 2020; which will be held at ASJ Hall, Old DepEd Division Office, Kalibo, Aklan at eight o'clock in the morning to five o'clock in the afternoon. All attendees will undergo the safety protocols as they enter the hall such as hand washing, foot bathing and thermal scanning and will observe the minimum health protocols such as social distancing and wearing of face mask for the whole duration of the training.
4. Travel expenses to be incurred shall be charged against school/local funds subject to the usual accounting and auditing rules and regulations.
5. Attendance is a must. Please see attached enclosure for the list of schools per batch.
6. For your information, guidance and compliance.

  
**MIGUEL MAC D. APOSIN EdD., CESO V**  
Schools Division Superintendent

/BSS/arln



Poblacion, Numancia, Aklan

Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741

Website: <http://www.depedaklan.org>

Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)

**DEPARTMENT OF EDUCATION  
REGION VI  
DIVISION OF AKLAN**

**Training/Workshop on the proper encoding of Allotments, Obligations and Disbursements on the Budget Monitoring System (BMS) and Unified Reporting System (URS)**

**Venue:** ASJ Hall, Old DepEd Division Office, Kalibo, Aklan

**When:** **BATCH 1** - August 17 - 18, 2020

**BATCH 2** - August 19 - 20, 2020

**Time:** 8:00 AM - 5:00 PM

BATCH 1	BATCH 2
Aguinaldo T. Repiedad Sr. Integrated Sch.	Makato IS
Aklan National High School for Arts and Trades	Madalag National High School
Altavas National School	Malay National High School
Bacan National High School	Malinao School for Philippine Craftsmen
Batan Academy	Maloco National High School
Bay-ang Magpag-ong National High School	Naile National High School
Boracay National High School	Naisud National High School
Buruanga Vocational School	Navitas National High School
Ciriaco L. Icamina, Sr. NHS (Bulabud NHS)	New Washington National Comprehensive High School
Rosario National High School	Numancia Integrated School
Calimbajan-Tina National High School	Numancia National School of Fisheries
Calizo National High School	Ochando National High School
Camaligan National High School	Ondoy National High School
Camanci National High School	Panayakan National High School
Candelaria National High School	Petronilo C. Ibadlit National High School (Badiangan NHS)
Daja Sur National High School	Torralba National High School
Fr. Julian C. Rago Memorial National High School	Rizal J. Rodriguez National High School
Gaudencio L. Vega National High School	Regional Science High School
Jose Borromeo Legaspi Memorial National High School	Solido National High School
Libacao National Forestry Vocational High school	Tangalan National High School
Lilo-an National High School	Unidos National High School
Linabuan National High School	Union National High School
Linayasan National High School	

**BATCH 1 & BATCH 2 - Resource Person**

Toledo National High School

*Handwritten initials*